

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2003/05/14 : CIA-RDP79-01578A000200080016-4

UNITED STATES GOVERNMENT

# Memorandum

TO : OC Equipment Board Members

DATE: 31 May 1977

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FROM :   
OC Equipment Board Chairman

SUBJECT: OC Equipment Board Meeting No. 6-77

1. There will be an OC Equipment Board Meeting No. 6-77 on 14 June, 1977, at 1000 in Room 1A53 of the Headquarters Building (Cable Secretariat).

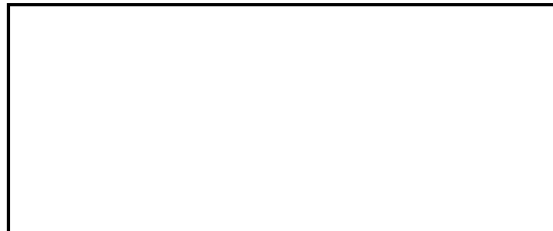
2. The meeting agenda consists of a briefing on the Message Data and Switch Activity Project being conducted by OC-E and a discussion of the proposal to obtain Xerox Model 9200 reproduction equipment for the Cable Secretariat. The attachment contains a comparison of the present off-set press and the Xerox Model 9200 operations.

3. In the discussion of the Xerox equipment, some of the points which should be addressed are:

a. Is the Xerox equipment being bought or leased and, if leased, what are the terms?

b. Is it really cost-effective to go to this type of system rather than a complete "Automatic Reproduction and Collating System" (ARACS) similar to that procured by the Department of State?

c. Is it really so easy to reduce personnel costs by dropping wage board operators (equivalent of GS-09's) from the T.O.?



Attachment:  
Cost Comparison

Distribution:

- 1 - DD/CO, w/att.
- 1 - C/OC-O, w/att.
- 1 - C/OC-E, w/att.
- 1 - C/OC-S, w/att.



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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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ILLEGIB

Distribution Continued:

- 1 - C/OC-CS, w/att.
- 1 - C/OC-P&B, w/att.
- 1 - Board Secretary, w/att.
- 1 - C/OC-PS, w/att.

4/27/77

## Comparison of OFF-SET PRESS and XEROX 9200 Reproduction Operations

Equipment requirements are based on projected message volumes acquired when CDS is operational.

OFF-SET PRESS OPERATION

3 ea. 4250 TCS	85,032
2 ea. 2875 TCS	79,488
TCS Masters	55,000
XEROX 3600	25,000
	=====
	\$244,520

XEROX 9200 OPERATION

5 ea. 9200	258,000
	=====
	\$258,000

ADVANTAGES/DISADVANTAGES:

1. Space requirements: Off-set press operation: 728 sq. ft.  
XEROX 9200 operation : 416 sq. ft.  
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- Difference 312 sq. ft.
2. Noise factor : XEROX is considerably quieter than TCS and can be positioned within distribution areas vice separate press room as required with TCS.
3. Housekeeping : TCS operation requires wet ink, etc., and maintenance of clean working areas is almost impossible in a 24 hours operation. XEROX 9200 would provide considerable improvement in this regard.
4. Air quality : Fumes, etc., from TCS's requires controlled environment and air handling.
5. Supplies : TCS operation requires 10 stock items.  
XEROX operation requires 2 stock items.
6. Dependability: Downtime for TCS repairs is higher than XEROX.
7. Service : XEROX has high marks in providing quick reaction service.

8. Personnel : TCS's require wage board operators earning a salary equivalent to GS-09/1. External training and extended OJT is also required.
- XEROX 9200 can be operated by GS-05 clericals with a minimum of training and OJT.
9. Copy quality : TCS and XEROX are comparable if the original copy quality is good. If original copy is poor, adjustments to the XEROX are faster and easier than the TCS in attempting to improve reproduced copies.
10. Waste : TCS has a greater amount of waste as a result of master and paper jams. XEROX 9200 waste is minimal.

COMMENT:

Several factors make the XEROX 9200 operation attractive. Among these are:

- a. Flexibility in placing equipment near distribution and sorting work areas.
- b. Space savings, which is needed for projected expanded mail room requirements and operations.
- c. Improved environmental conditions.
- d. Clerical operation, which provides flexibility in personnel utilization.
- e. Salary differential between press operators and clericals.